Training on ACES

Registration Module – Central Excise
Categories of Assesseees in ACES

- Existing Assessee (New to ACES, but already registered in Department)

- New Assessee (New to Department as well as ACES)
As a one time measure, during launch of ACES, Wipro sent TPIN mail to all assesseses (Whose e-mail were available in SACER/SAPS)

Now, it is the duty of the RO / Comm. Admin to update e-mail, re-generate password for issue of TPIN mail to assesseses
Steps for Departmental Officer to generate TPIN to assessee

- Step 1. RO/Comm Admin – to use the navigational path in ACL Menu
Step 2: Search Screen

- Enter Search Criterion – Name / RC Number

![Search Screen Image]
Step 3: Click on hyperlink

- Result of Search displayed as under

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Business Name/Unit Name</th>
<th>Login ID</th>
<th>Registration Number</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VEERA FRAGRANCES PVT LTD</td>
<td>1001501489</td>
<td>AAACV5424EXM002</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>2</td>
<td>VEERA UDYOOG</td>
<td>1001501319</td>
<td>AAAFY4824HKM001</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>3</td>
<td>VEERA UDYOOG</td>
<td>1003562401</td>
<td>AAAFY4824HKM002</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>
Step 4: To issue TPIN Mail

- Enter/Correct Email id, Check “ReGenerate Password” and Click on “SAVE”
Step 5: Verify and Submit

- Press the “Submit” button now to send TPIN mail.

<table>
<thead>
<tr>
<th>Manage User Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commisionerate Name: DELHI - I</td>
</tr>
<tr>
<td>User Name: bc1501469</td>
</tr>
<tr>
<td>Previous Account Status: ACTIVE</td>
</tr>
<tr>
<td>Current Account Status: No Change</td>
</tr>
<tr>
<td>Email Address: <a href="mailto:users@gmail.com">users@gmail.com</a></td>
</tr>
<tr>
<td>ReGenerate Password: Yes</td>
</tr>
</tbody>
</table>

| Action Buttons: | Submit, Modify, Cancel |
Dear Sir/Madam,

Your User Id and Password has been successfully generated in the ACES application. Generated password is BseWMA. Link for accessing the same is: http://www.aces.gov.in/STASE/ui/jsp/common/getMigratedLogin.do?UserName=t000046658 . If you do not want to receive further communication from CBEC, please click on the following link: http://www.aces.gov.in/STASE/ui/jsp/common/setDoNotDisturb.do?UserName=t000046658

Regards,
ACES ADMIN

Disclaimer: This is a system generated mail. Please do not reply.
In case of any issue, please contact ACES Helpdesk at aces.servicedesk@icegate.gov.in
Screen for giving user name

[Image of a login screen for the Central Board of Excise and Customs]

TPIN No: 7000022876
New User Name: 
Old Password: 
New Password: 
Confirm New Password: 
Hint Question: Select a Value 
Hint Answer: 

[Submit and Reset buttons]
Instruction for the Assessees

- Create your own User Name.
- Enter the Password that has been sent in your email id.
- Enter your own password in the “New Password” field.
- Enter the New Password one more time in “Confirm New Password” field.
- Select a Hint Question*
- Give your Hint Answer*
New User – to CEX /ST and ACES
Step 1: Go to www.aces.gov.in Click on Central Excise or Service Tax
Step 2: Press on Click Here to Register with the ACES which is shown in the below mentioned hyperlink.
Step 3: Assessee will find the New screen where he has to fill all the mandatory fields.

![Registration Form](image-url)

- **User Name**: Enter the username (6-12 alphanumeric characters, first character should be an alphabet, it can contain special character [_] only)
- **Email Address of Assessee For Communication**: Enter the email address
- **Name Of The Unit**: Enter the name of the unit
- **Designation**: Enter the designation
- **First Name**: Enter the first name
- **Middle Name**: Enter the middle name (optional)
- **Last Name**: Enter the last name
- **Phone Number**: Enter the phone number
- **Mobile Number**: Enter the mobile number

(All the Fields marked with * Are Mandatory)

- **Submit**
- **Reset**
- **Cancel**

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Step 4: Acknowledgement screen after submitting the form

You have been successfully registered with ACES and your password has been delivered to your e-mail id.

Once you receive the password, you can login to ACES application and fill the registration form.
Sample Message description which will be sent to Assessee registered email-id is shown below for reference.

This is to inform you that the user has been created. The User Name and the Password for the new user are: User Name – brakesmadurai, Password – ohSwZk.

Please note that user name once given cannot be altered at any stage. So a meaningful name can be given.
Step 5: Assessesee has to login with the user name created and pass word
Step 6: Change the old password and give your own new password.
Withdraw Registration Application (Assessee)

Once an application is withdrawn, for registering again, he has to get a new user name and password, and only the next sl no in RC will be issued. (ABCDE1234EM001, ABCDE1234EM002)

SendBack Registration Application (Dept Off)

For making any correction in the application, the same may be sent back to assessee.

Difference between Withdraw and Send Back
Thank you